

Inventory

Step 1. Have an MSC System Administrator run the Set Inventory Date Report. This sets the inventory date on any items that are still checked out. If you prefer to inventory currently checked out items when they are returned, then do not have this report run. If you have already done inventory in MSC, and do not want the number of times inventoried to accumulate, you may want to consider having a System Administrator set number of times inventoried to 0 and last date inventoried to NEVER.

Step 2. Begin scanning barcodes into the Inventory Item Wizard found under Special Circulation Functions.. This may be a great way to see which books still need barcodes. When someone comes to a book that needs a barcode they can turn it down or set it aside in a designated spot. Then the barcode can be added and the item can then be inventoried. If you have a wireless network in the library you will be able to take a laptop with a scanner and just go to the shelves and scan the barcodes.

Step 3. Run the List Inventory by Item Number Report, found in the Bibliographic group of reports in the Reports toolbar. Choose Set up and Schedule. Make sure to follow these steps:

- ✓ Make sure that you select your library and a date inventoried of NEVER in the Copy Tab selection if you have never done inventory in MSC or if you have done inventory before and have had your inventory settings changed to 0 and NEVER. If you want to inventory particular sections of a library at a time, (for instance, DVDs first), you can select an Item Type and/or Home Location in the Copy tab so that the report only looks at that section.
- ✓ In the Call Number Tab, choose your own library..
- ✓ In the Sorting Criteria tab, choose call number.
- ✓ In the Print Item tab:
 - Select Record by record for printed arrangement.
 - Under Title Information, Remove FULL from the catalog entry list datawell and enter 245. (This will just give you the title for each item found on the report you may want more information).
 - Under Call Number, choose call number only
 - Under the Copy Information, select Brief Copy Information and, if interested, select the Inventory Information box.
 - Choose to Save as Template before running report. Later you can modify your template to fine tune the report to your individual needs and save your changes.

This report will give you a list of items that were not inventoried.

Step 4. Go back to the shelves and look for these items that show they have not been inventoried. Inventory them if found.

Step 5. Repeat step 3 and 4 as needed until you are confident that all items on the shelves have been accounted for.

Step 6. Remove all items that still show an inventory date of NEVER. Mike can do this for you.